

Army Regulation 220-45

Field Organizations

Duty Rosters

**Headquarters
Department of the Army
Washington, DC
15 November 1975**

UNCLASSIFIED

SUMMARY of CHANGE

AR 220-45

Duty Rosters

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

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Effective 1 January 1976

Field Organizations

Duty Rosters

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

History. This UPDATE issue is a reprint of the original form of this regulation that was published on 15 November 1975. Since that time, no changes have been issued to amend the original. This publication has been reorganized to make it compatible with the

Army electronic publishing database. No content has been changed.

Summary. This revision requires that all locally established methods and procedures must comply with the spirit and intent of this regulation; clarifies the procedure for listing names on the duty roster; and makes the use of those provisions cited in paragraph 4*b* and 4*c* compulsory. It updates the references for duty roster files; adds a reference for examples of some methods used in prorating details to units of varying size; and provides additional guidance on the use of explanatory remarks on duty rosters. It also changes figure 1, to provide an example of a consolidated roster, to illustrate a variety of explanatory remarks and their listing on the reverse of DA Form 6, and to show the correct method of listing names on a duty roster.

Applicability. See paragraph 1*d*.

Proponent and exception authority.
Not Applicable.

Army management control process.
Not Applicable.

Supplementation. Local supplementation of this regulation is permitted but is not required. If supplements are issued major Army commands will furnish one copy of each to HQDA(DAAG–AMP), Washington, DC 20314; other commands will furnish one copy of each to the next higher headquarters.

Suggested Improvements. The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAAG–AMP), WASH DC 20314.

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*This regulation supersedes AR 220–45, 20 August 1965.

RESERVED

1. Purpose and scope

a. This regulation prescribes procedures for the maintenance of duty rosters at all levels of command and in all types of organizations, using DA Form 6 (Duty Roster).

b. Duty rosters are kept for recording the duty performed by each person in an organization in order to make an equitable determination of duty assignments. A separate roster generally will be maintained for each duty requiring the detail of individuals. All assignments to detail, except authorized special duty details, normally will be made in accordance with applicable rosters.

c. Commanders are authorized to establish methods and procedures which will best suit the needs of their organizations. However, those methods and procedures must comply with the spirit and intent of this regulation.

d. This regulation applies to the Active Army and Army Reserve, and to the Army National Guard when in an inactive duty training (IDT), annual training (AT), or mobilization status.

2. Preparation and maintenance

a. Dates will be entered as follows:

(1) The "From" date will always be the date immediately following the "To" date on the previous roster and will be entered at the time the new roster is prepared.

(2) The "To" date will always be the date of the last detail made from such roster and will be entered when the roster is closed.

(3) Intermediate dates will be entered as details from the roster are made. No date will be entered for any day that detail was not made.

b. Duty rosters will contain the names of only those persons required to perform the duty involved.

c. When a new duty roster is prepared, all names will be entered alphabetically within pay grade, beginning with the highest pay grade and using appropriate grade of rank (abbreviated) as shown in table 1-1, AR 600-20. Subsequent names will be added at the foot of the roster.

d. A person's name may be omitted or deleted from any duty roster whenever he is excused from or not qualified to perform the duty concerned.

3. Details from duty rosters

a. Generally, the person longest off the duty will be the next person detailed. When such person is not available, the person on the roster who is next longest off that duty will be detailed.

b. Whenever a person who has been detailed for a duty is unable to enter upon or complete the duty, the next person eligible on the applicable duty roster who is available will be detailed to perform or complete the duty.

4. Posting duty rosters

a. A duty roster is posted only for those days on which a detail is selected. The procedures described in b and c below will be used on all duty rosters.

b. When a detail is made from a roster, all other persons on that roster will be charged on that day with the number of such details missed since the last time they were detailed, excluding any nonchargeable days. Nonchargeable days are those referred to in c(1) below.

c. Whenever the duty roster is posted, the abbreviations below will be used to indicate those not available for detail. No other abbreviations are authorized.

(1) Those who are absent or otherwise not available because of leave, pass, special duty, temporary duty, illness in line of duty, or any other authorized reason not due to misconduct will be indicated by the letter "A."

TDY travel that does not extend beyond regular duty hours will not normally qualify an individual for an "A."

(2) Those eligible for detail who could not be selected because of previous detail or other duty will be indicated by the letter "D."

(3) Those not available because of being absent without leave, in arrest, in confinement, sick not in line of duty, or otherwise not

available as a result of their own misconduct will be indicated by the letter "U."

(4) Wherever the abbreviation "A" is used, the numbering sequence of days off will be interrupted. Wherever the abbreviations "D" or "U" are used, the numbering sequence will continue and the appropriate number will be included with the abbreviation. See examples in figure 1.

5. Weekends and holidays

Consolidated weekday-weekend-holiday duty rosters will be maintained whenever practicable in accordance with paragraph 9.

6. Disposition of completed rosters

Duty roster files will be disposed of in accordance with AR 340-2, AR 340-6, or AR 340-18-1, as applicable.

7. Details from units

Whenever practicable, details from units will be formed by taking units in turn according to one roster (DA Form 6 may be used by listing unit designations in the place of individual names).

When not practicable, a commander may devise his own method of assigning details to units. Appendix B, FM 22-6 gives examples of some methods that may be employed. However, it is emphasized that commanders may use whatever system best meets their needs as long as equity is maintained.

8. Explanation of figure 1

a. The sequence of numbers shows the number of details made from this roster since the person concerned was last detailed as charge of quarters, excluding any details made from the roster while such person was in a nonchargeable status (para 4c(1)).

b. The diagonal lines in the right corner of any block indicate performance of the duty on that date.

c. The numbers in parentheses immediately following a person's name refer to a corresponding explanatory remark on the reverse of the roster. Examples shown in figure 1 are not intended to limit the types of remarks that may be used, nor are they required in all cases. Personnel responsible for the preparation and maintenance of rosters will determine the necessity or desirability of using an explanatory remark each time an individual is not available for detail. As an example, while it may be desirable to use a remark indicating a leave period for an individual on a roster with only a small number of personnel listed, it may prove to be less time-consuming and therefore more economical to use other source documents for reference when a roster contains a large number of names. However, as a minimum, a remark will be used to explain the reason an individual's name was added to or deleted from a roster.

d. A number is used with the abbreviation "A" in the column for 14 February to indicate the last number charged, as shown on the previous duty roster, before the person entered upon the nonchargeable status. Entering such a number in the first column of a new roster eliminates the necessity for referring to the old roster when the person returns to a chargeable status.

9. Consolidated roster

Where consolidated rosters are maintained, the procedure outlined in paragraph 8 will apply with the following exceptions:

a. Entries for weekends and holidays, as well as entries for weekdays, will be posted on the same roster. Separate numbering sequences may be established.

b. The weekend-holiday periods may be indicated by a system of vertical red lines, as indicated by heavy lines in figure 1, or by entering the dates, numbers, and diagonal lines, indicating performance of duty on those dates, in red to identify or separate the weekend-holiday periods from the weekday postings.

DUTY ROSTER		NATURE OF DUTY	ORGANIZATION	FROM (Date)	TO (Date)																																																										
		Charge of Quarters	Co A, 3d Infantry	14 Feb																																																											
GRADE	NAME	Month Day	February														March																																														
SFC	Able		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Brown (9)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP7	Burch (3)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Cook (4)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	George, G.B.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP6	Ames (1)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SSG	Roise		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	Call		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP5	Dunn (8)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	George, A.Z.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SGT	Himes		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Botts (10)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Daly		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	Easy (7)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Fox		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	George, A.A.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
CPL	Howe (2)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SFC	Cody (3)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SP4	Bates (6)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

DA FORM 6
1 JUL 74

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Figure 1.

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- (1) Sick in quarters
 - (2) 72 hour Pass (soldier of the month)
 - (3) Leave 21-24 Feb
 - (4) Staff Duty NCO
 - (5) Assigned and joined
 - (6) Relieved as company clerk
 - (7) Excused—detailed as company clerk
 - (8) AWOL
 - (9) PCS
 - (10) Leave 2-9 Mar

Figure 1. —Continued

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